



Injury & Illness Prevention Plan (IIPP)

2018-2020

Revised November 2018

INTRODUCTION

PURPOSE

The purpose of this Injury and Illness Prevention Program (IIPP) is to further the goals of **ARC Imperial Valley** to minimize accidental loss to employees, public, and property as well as to comply with the provisions of the California Code of Regulations (CCR), and the California Labor Code.

This IIPP establishes employee safety and health policy and procedures for the agency and its operations, regardless of whether the operation is performed by an employee or subcontractor. Where other documents are referenced within this IIPP, they shall be treated as though they were a part of this document.

To comply with the California Occupational Safety and Health Act, also known as Cal-OSHA, every employer must have a written Injury and Illness Prevention Plan. While no plan can guarantee an accident-free work place, following the safety procedures set forth in this manual will reduce the risk of injury or illness to you and your co-workers. To the greatest degree possible, management will provide all mechanical and physical protection required for personal safety and health. Employees must also take responsibility for working safely.

POLICY

ARC Imperial Valley administers its activities to achieve and maintain a safe and healthy work environment by protecting their employees and the public from unnecessary risks resulting from their operations.

RESPONSIBILITIES

COMPANY RESPONSIBILITY

Mr. Arturo Santos, CEO and the designated Safety and Compliance Officer **Ms. Martha Carrillo, Supervisor** accept the overall responsibility and accountability for providing a safe and healthy workplace for its employees. The CEO and/or the Human Resources Manager will delegate the day-to-day responsibility and authority for carrying out employee safety and health policy to specific company personnel.

SAFETY OFFICER

ARC Imperial Valley has appointed **Ms. Martha Carrillo** as the Safety Officer to assist department heads, managers, and supervisors in carrying out their responsibilities below.

SAFETY OFFICER'S RESPONSIBILITIES:

- ❑ Ensure that every department has met the requirements of this IIPP in a fashion consistent with the hazards in that department.
- ❑ Schedule and conduct annual IIPP training for all employees; provide periodic workshops for newly hired employees. (HRD)
- ❑ Develop knowledge and resources to understand and research department questions regarding California safety and health requirements within California Code of Regulations, Title 8.
- ❑ Identify and assure all mandatory safety posters, placards and signage are placed in obvious locations.
- ❑ Assist departments in identifying safety resources, videos/DVDs, outside speakers, or other means necessary to aid departments with meeting the requirements of this IIPP. Create and provide a safety resource library.
- ❑ Review periodically employee injury and illness trends. Bring injury and illness trend to the attention of the respective departmental Supervisor, Director and Human Resources Department.
- ❑ Be available for employees to report safety hazards or injury exposures, without retaliation.
- ❑ Audit, or have audited, the department's hazards and compliance with this IIPP no less than annually. Conduct annual job site analyses.
- ❑ As per Cal-OSHA, assure that all accidents and missed days within the designated timeframes have been posted on an annual basis. (HRD)
- ❑ Report serious hazards, safety violations, or willful actions not meeting the intent of this IIPP to the Human Resource Director (HRD).
- ❑ Schedule, prepare, provide annual training and post a disaster plan.
- ❑ Maintain, provide annual training and publicly store a current SDS binder in a designated area. (HRD)
- ❑ Conduct monthly safety meetings; to include handouts, sign-in sheets, DVD/VHS and/or hands on exercises. All sign-in sheets (originals) will be maintained chronologically within the Human Resources Department.
- ❑ Assess and procure the appropriate Personal Protection Equipment (PPE) for each position within the organization.
- ❑ Inventory and audit all safety equipment, such as fire extinguishers, first aid kits, eye wash stations, placards and other signage.
- ❑ Posting local, regional and statewide emergency numbers within obvious locations (e.g. telephones, bulletin boards, emergency exits, etc.).

DEPARTMENT HEAD/DIRECTOR'S RESPONSIBILITIES:

- ❑ Ensure that the appropriate sections of this IIPP are implemented within their department.
- ❑ Develop department-specific job safety rules and requirements for the use of personal protective equipment.
- ❑ Develop department-specific safety communication methods (see next Section).
- ❑ Review periodically employee injury and illness trends. Take any necessary preventive action to control the source(s) of these accidents.
- ❑ Be available for employees to report safety hazards or injury exposures.
- ❑ Ensure that their department has an Emergency Plan that is designed with their department in mind and that employees are trained in the Plan.
- ❑ Serve as a contact for inspections by Department of Industrial Relations, Cal/OSHA, fire inspector, workman's compensation provider, insurance company personnel or other public safety consultants.

MANAGER AND SUPERVISORY RESPONSIBILITIES:

- ❑ Implement an effective safety and health program, consistent with the requirements of this IIPP and the needs of their department or work unit.
- ❑ Ensure that employees comply with safe and healthy work practices.
- ❑ Instruct employees in safe work practices to be followed in daily work assignments.
- ❑ Educate employees regarding the proper personal protective equipment required for daily work assignments and ensure that the appropriate protective equipment is available for employees.
- ❑ Review medical, fire, and earthquake emergency response plans specific to the department and/or project.
- ❑ Inform and train employees in job safety and health practices involving hazardous substances used in the workplace.
- ❑ Investigate every accident or employee report of incident to determine cause, mitigation, and prevention.
- ❑ Perform periodic hazard inspections of the department or work area.
- ❑ Require all employees to attend monthly safety meetings, provide vendor training on new equipment, assure driver's licenses, automotive insurance (if required) and certifications are maintained, without exception.

- ❑ Whenever necessary, enforce discipline for a failure to follow safe work guidelines, training requirements, certifications (e.g. CPR/First Aid), driver's licenses and automotive insurance.
- ❑ Do everything feasible to maintain a safe and healthful work environment.

EMPLOYEE RESPONSIBILITIES:

Employees are responsible for ensuring their own safety, and the safety of others in the workplace by:

- ❑ Learning and following the standards, procedures, and safe work guidelines that applies to each job assignment.
- ❑ Discontinuing any specific activity that the employee feels or knows could lead to injury, illness, or damage to property. In such instances employees are responsible for promptly informing their supervisor or immediate superior and seeking guidance regarding the activity.
- ❑ Wearing and using the prescribed personal protective equipment required for a job assignment or task.
- ❑ Bringing to their supervisor's attention any activity, behavior, or unsafe condition that could cause injury, illness to others, or damage to property.
- ❑ Reporting promptly to their supervisor any occupational injury or illness, or damage to property.
- ❑ Attending all monthly and mandatory safety meetings in a timely manner.

EMPLOYEE COMPLIANCE

Employees are required to follow the safe work guidelines described within this IIPP and their department's safety and health program, participate in required safety and health training, wear required personal protective equipment, abide by all safety and health rules established by the organization (Refer to Section: IX OPERATIONAL CONSIDERATIONS of the Employee Handbook).

Failure to comply with any of the above requirements may result in disciplinary action up to and including termination of employment.

Each Department Manager and/or Director are required to enforce safe work guidelines, offer periodic safety training to impacted employees, enforce the use of personal protective equipment, enforce the safety and health rules established by **ARC Imperial Valley**, recognize safe work performance and exemplify appropriate through their own behavior.

SAFETY COMMUNICATION

This organization uses a variety of modalities to communicate safety information among the managers, employees and consumers. Departments are allowed some flexibility in meeting the safety requirements of their work areas (e.g. Behavioral, Residential, Transportation or other personal care providers).

SAFETY MEETINGS

Monthly safety meetings are one method that meets the safety communication requirement. This method requires the organization to schedule and provide mandatory employee safety meetings. These meetings can include any of the following:

- ❑ Discussion of safety and health issues specific to department operations, present safe work practices, or a project that has specific safety and health exposures.
- ❑ Presentation of videos illustrating and employee safety and health topics.
- ❑ Outside speakers on employee safety and health topics.
- ❑ Management presentation of existing, new, or revised safe work practices required in preventing employee injury or illness.
- ❑ Introduction of new policy, ongoing safety issues or annual training (e.g. IIPP, MSDS, etc.).

WRITTEN COMMUNICATION

Although not as effective as instructor lead training, memos, signage, payroll inserts, new policies, emails, bulletin board postings, flyers, banners, social networks, pamphlets and other written documents are effective methods of disseminating safety information to employees over a broad service area.

ALTERNATIVE TRAINING RESOURCES

At times, due to travel or expertise level, employees may be asked to participate in safety training via webinars or offered through an online resource. If applicable, employees may be sent to vendor sponsored training, to contracted coursework or to the OSHA Institute in order to ascertain specific safety-related skills and/or certifications. Finally, employees may be asked to attend public safety sponsored workshops such as the American Red Cross, Emergency Operations Services, Employer Advisory Council, by local fire or police departments.

Any safety-related information received from these venues should be shared with the Safety Officer.

HAZARDOUS CONDITION REPORT

Employees are encouraged to report previously unrecognized hazards that could cause injury, illness, or death of an employee or to a member of the public, or damage to property.

Employees may report hazards to their immediate Supervisor, Manager and/or Director with an expectation that the hazard will be evaluated and immediately resolved. Should an employee not feel comfortable in reporting the hazard to their Manager, they may report it to the Human Resource Department or CEO's Office. Employees may report hazards without fear of reprisal and may also report hazards anonymously.

Whenever an employee reports a hazard, it will be evaluated with regard to the potential injury or illness it creates. Based upon this evaluation, the hazard may be abated immediately, temporary measures may be taken until the hazard is abated fully, or the hazard may be scheduled for future abatement. The employee reporting the hazard will be informed of the outcome of their hazard report.

SAFETY & HEALTH INFORMATION POSTING

ARC Imperial Valley maintains bulletin boards with occupational safety and health information along with other State and Federal mandates. Safety and health information posted on these bulletin boards consists of the following:

Permanent Postings

- ❑ Workers' Compensation (current insurance carrier & employee rights)
- ❑ Minimum Wage Supplement
- ❑ Access to Medical and Exposure Records
- ❑ Payday Notice
- ❑ Cal/OSHA – *Safety & Health Protection on the Job*
- ❑ Emergency Numbers
- ❑ Time Off for Voting
- ❑ Wage Order Supplement – *Industrial Wage Orders*
- ❑ Fair Employment
- ❑ Unemployment Insurance

- ❑ Whistleblowers' Protection Act
- ❑ Family Leave/Pregnancy Leave
- ❑ No Smoking (including vaping)
- ❑ Emergency Evacuation Plan
- ❑ California Healthy Care Act

Temporary Postings

- ❑ Annual OSHA Statistical Report. Annually, in February, the Cal/OSHA Log 300A will have the statistical summary portion posted for employee review.
- ❑ Safety Committee results, if applicable
- ❑ Safety Promotional Information
- ❑ Safety Posters
- ❑ Any other pertinent safety communication not required to be more urgently communicated. The safety bulletin boards may be used for safety memos and other non-critical information regarding safety, safety meetings, and minutes from safety meetings.

TRAINING

SAFETY & HEALTH TRAINING - GENERAL GUIDELINES

All employees new to the department, job, or task are provided with hazard awareness training for the jobs and tasks that they will be performing. Job Hazard Analysis (if performed for that job) and the applicable Safety Rules (See Appendix) are used for training employees regarding job hazards, personal protective equipment, and safe work practices.

Employees are trained whenever new substances, processes, procedures, or equipment are introduced to the workplace and represent a new hazard. Employees shall also be trained whenever a previously unrecognized hazard is identified.

Any employee, who has responsibility for the direction of the work of other employees and/or consumers, is trained regarding the safety and health hazards to which their employees and/or consumers are exposed.

Employees assigned to federal contracts must also adhere to that entity's specific safety requirements, as identified within the "Contingency Plan – Operational & Administrative Emergency Procedures (October 2017)."

ALL EMPLOYEES

Employees new to the organization have orientation and training regarding all items on the Employee Safety Training checklist (See Appendix V). Particular attention will be paid to:

BioHazard/Bloodborne Pathogens - annual
Emergency Action Plan and Fire Prevention - quarterly
Ergonomics Training – periodic
Hazard Communication (HM181) - periodic
Injury Illness Prevention Plan (IIPP) - annual
Proper Lifting/Transfers – annual
Safety Data Sheets (SDS) - annual
Work Related Injury and Illness Reporting - periodic
Workplace Violence - periodic

TRAINING DOCUMENTATION

Employee safety training is maintained by the Human Resources Director, in a binder labeled as Monthly Safety Meetings. This checklist is to be used for all training documentation.

All training is documented and that documentation maintained for three years. Documentation includes:

- Course content, syllabus and/or course handouts.
- When the training was conducted.
- Attendance roster (original hardcopy).
- Instructor's name and title.

HAZARD IDENTIFICATION

Hazard identification is the responsibility of Managers and Supervisors as identified on page 4 of this document. Directors, Managers and Supervisors of each department are responsible to identify and abate employee safety and health hazards. The frequency of hazard identification must be based upon the department's activities, hazards and health hazards. No department is to perform hazard identification responsibilities less than quarterly. Hazard identification methods include:

Planned Inspections Planned inspections are performed monthly or quarterly by one or more persons. They follow an inspection checklist or can be based upon the knowledge the inspector has of the department or site being inspected. When appropriate, one or more

members of a safety committee may perform these planned inspections.

Unplanned Inspections Unplanned inspections are performed based upon need. They may be performed based upon a new project being started in order to properly identify hazards, the site of a previous accident or near accident, or the impromptu review of worksite hazards.

Job Hazard Analysis When performed, a job hazard analysis (JHA) identifies the major tasks performed by that job classification, potential hazards, injuries, and illness that the employee is to be cautious about, and the safe job procedures to be utilized in safely performing the task. JHA's are useful for jobs or tasks with severe injury exposures, or jobs seldom performed but with significant injury or illness potential. When performed, JHA's are to be used for training new employees, used as a reference whenever an employee is not familiar with the tasks to be performed, and to be used for training employees with new job assignments.

Outside Professionals Departments have the ability to hire professionals to perform inspections of the worksite, budget allowing. These professionals should be familiar with the hazards and operations of the department, and public entities in general. The frequency of such services is normally not useful more than semi-annually.

OFFICE HAZARDS

Periodic surveys of the office environment and work practices are performed quarterly. Record of these inspections are kept along with record of action taken to correct any hazards identified. These inspections shall identify the status of, at a minimum, the following areas:

- ✓ Ergonomics of office workstations and ergonomic hazards to employees.
- ✓ Electrical cord and receptacle usage.
- ✓ Trip and fall hazards.
- ✓ Securing file cabinets.
- ✓ Posting of emergency evacuation plan.
- ✓ Employee knowledge of the emergency plan.
- ✓ Housekeeping
- ✓ Safety Data Sheets (SDS) availability.

DEPARTMENT HAZARDS

Each Department, utilizing Safety Inspection forms, performs monthly hazard inspections. See appendix for the Monthly Safety Inspection Form. These inspections focus upon employee injury and illness exposures. Records of these reviews will be kept along with record of action taken to correct any hazards identified. While the inspection forms guide the inspections, they cover, at a minimum:

- ✓ Safe work practices of employees.
- ✓ Availability and use of personal protective equipment such as eye, head, hand, or face protection.
- ✓ Machinery guarding.
- ✓ Trip, slip, or fall hazards.
- ✓ Health exposures from noise, chemicals, or outside contractors.
- ✓ Posting of emergency evacuation plan.
- ✓ Employee knowledge of the emergency plan.
- ✓ Housekeeping
- ✓ Safety Data Sheets (SDS) availability.

HAZARD ABATEMENT

Whenever hazards, unsafe work practices, violations of OSHA or Cal/OSHA, and unsafe equipment is identified the following steps shall be implemented:

- Immediately abate the hazard and record the action.
- Fully abate the hazard as soon as practical, in accordance with the severity of the exposure, and warn employees regarding the hazard until fully abated
- Inform the appropriate subcontractor or vendor of the hazard and request that they abate the hazard within a time frame consistent with the degree of severity the hazard creates.

Whenever subcontractors and/or vendors willfully or negligently ignore the correction of safety violations those subcontractors and/or vendors shall be reported to the Director or Department Manager.

ACCIDENT REPORTING, INVESTIGATION & WORKMAN'S COMPENSATION

All injuries and illnesses arising from, or in the course of, employment with **ARC Imperial Valley** are reported immediately to the appropriate supervisor. The supervisor and injured employee follow the specific injury and illness response procedures that are posted on the facility's safety or employee bulletin board. Generally these procedures include:

- ❑ Obtaining medical treatment for the injured worker at one of more medical facilities identified on the bulletin board.
- ❑ The injured worker filling out an “Employee’s Claim for Workers’ Compensation” form.
- ❑ The supervisor filing a Supervisor’s Accident Investigation Form with the appropriate department head and human resources representative.
- ❑ The Supervisor following up with any injured workers who lose time from work.
- ❑ The supervisor taking steps to prevent a similar event from occurring in the department.

ACCIDENT INVESTIGATION

Accident investigation is utilized as one method for identifying previously unrecognized hazards. The appropriate supervisor, using the *Supervisor’s Report of Accident Investigation*, performs the accident investigation. This report is to be completed and submitted to the Human Resources Department within 24 hours of the supervisor being notified that an accident or work-related injury has occurred.

Subsequently, this report identifies the probable causes and prevention of the accident, identifies specific recommended actions that will prevent similar accidents and records a documented file. See the Appendix for a copy of the *Supervisor’s Report of Accident Investigation*.

OSHA 300 LOG OF OCCUPATIONAL INJURIES & ILLNESSES

ARC Imperial Valley maintains an OSHA 300 Log of Occupational Injuries and Illnesses. The instructions and definition of recordable injuries and illnesses to be documented are identified within the OSHA 300 Summary. The Log is recorded and maintained by calendar year. At the end of each calendar year the Log is totaled and signed by the Director of Human Resources, or their designee. During the month of February, the Log is posted on the safety bulletin board(s) for employee information regarding recordable injuries and illnesses. Each Log is kept as a record for five years.

SECTION II SPECIAL PROGRAM REQUIREMENTS

HAZARD COMMUNICATION

Hazard Communication (HM181) applies to any hazardous substance present in the workplace that employees may be exposed under normal working conditions or in a reasonably foreseeable emergency. Hazardous substances are categorized as:

- ❑ **Health Hazards** – Substances that are toxic, carcinogenic, irritants, corrosives, or other health hazards.
- ❑ **Physical Hazards** – Substances that are combustible, flammable, explosive, oxidizers, compressed gasses, or other physical hazards.

Products packaged and intended for use by the public (consumer products) are normally exempted for this regulation, except where these products are used in the workplace and constitute employee hazards. Insecticides, fungicides, and herbicides are exempted if labeled and used according to California regulations for such chemicals and by licensed applicators. This requires periodic safety training for all employees.

Safety Data Sheets

A Safety Data Sheet (SDS) may accompany all hazardous materials used during normal operation. If a SDS is missing, lost or updated it is the responsibility of the Safety Officer to locate and submit a current SDS. The following criteria apply to these SDS:

- ❑ They are maintained in a yellow, three-ring binder in a location, or locations that are readily available to employees during working hours.
- ❑ They are readily available to the employees using or exposed to hazardous substances.
- ❑ They are identified during employee training on hazards in the workplace.
- ❑ They are preceded in the three-ring binder by an inventory of hazardous materials represented by a SD sheet contained in the binder.

The Safety Officer obtains safety data sheets for hazardous substances that employees may be exposed to. These SDS are placed in a three-ring binder and made available to all employees. Individual departments are responsible to obtain SDS printouts from vendors and subcontractors if the hazardous materials used by vendors and subcontractors may expose employees. This requires annual training for all employees or whenever new materials are introduced into the workplace.

Labeling - All Departments

Hazardous materials will be used only in their original container with their manufacturers' label, or in a secondary container, supplied by the manufacturer or distributor and labeled identically with the original, using the applicable Globally Harmonized System (GHS) of chemical classification.

Hazardous Materials Are Not To Be Used In Unlabeled, or Improperly Labeled, Containers.

Spill Response

Employees are required to report hazardous or suspected hazardous material spills. In the event of a hazardous material spill or leak, employees are to respond according to the following two categories:

- ❑ **Emergency Response** – A spill or leak that is an immediate threat to the life, health, or safety, employees or contractors, or the public. In the event of this category of spill or leak report the emergency by calling 911 and following **ARC Imperial Valley's** spill response guidelines.
- ❑ **Non-Emergency Response** – Those spills or leaks that do not provide an immediate threat to the life, health, or safety, employees or contractors, or the public. Report internally according **ARC Imperial Valley's** spill response guidelines, seclude the area to pedestrian traffic and clean up accordingly, to suggested guidelines.

Employee Training - All Departments

All employees who are handling hazardous substances, or who work near and around such substances are trained regarding safe use of those substances. Additional training is required whenever a new hazardous substance is introduced to the work place that would not occur under normal working conditions. Training for employees includes:

- ❑ Information on the substances that employees to which they are exposed.
- ❑ The requirements of the Hazard Communication Standard and the employees' right to know about the hazards of the chemicals with which they work.
- ❑ The location of chemical inventories and materials safety data sheets for the substances to which they are exposed.
- ❑ Methods and observations that may be used to detect a leak or exposure to substances covered under this section.
- ❑ Measures employees can take to protect themselves from substances covered by this section.
- ❑ Emergency procedures in the event of a spill or accidental contact.
- ❑ First aid treatment in the event of an exposure.

- ❑ Disposal methods for the hazardous substances with which they work.
- ❑ Employees' rights to receive information regarding hazardous substances to which they may have been exposed.
- ❑ Information on chemicals known to the State to cause cancer or reproductive toxicity (Proposition 65 Warning).

MEDICAL RESPONSE, EMERGENCY ACTION & FIRE PREVENTION PLANS

A written Emergency Action Plan and/or Contingency Plan (Contingency Plan – Operational & Administrative Emergency Procedures, October 2017 for federal contracts) is posted within each facility owned or operated by **ARC Imperial Valley**. This plan details emergency response and evacuation. On these evacuation plans is an indication of where employees are to gather to be counted to ensure all employees have left the building. Detailed emergency response plans are available for all major company facilities.

Fire

In case of fire dial 9-1-1 on an outside line and report the exact location to the fire department. Facilities are to be evacuated in case of fire and employees are not to fight fires unless the company has trained them in the use of fire extinguishers. Congregate in a safe, designated area. At that time, the Safety Officer will account for everyone who was present that day. Periodic drills are required for employees and consumers, alike.

Earthquake

In case of Earthquake take shelter under a table or desk. If unavailable, take shelter in a doorway. Congregate in a safe, designated area. At that time, the Safety Officer will account for everyone who was present that day. Periodic drills are required for employees and consumers, alike.

Threats

Take all cases of bomb threats, terrorist actions and other perceived violent activities seriously. If the threat was received by telephone, take as much information as possible, including date, location, time, caller identification number, tone of voice, etc. Immediately report this information to the police by dialing 9-1-1 on an outside line, follow-up by contacting the Safety Officer and onsite managers. If necessary, congregate in a safe, designated area. At that time, the Safety Officer will account for everyone who was present that day.

Emergency Announcements

Emergencies must be announced, as appropriate, by using the reverse 911, intercom, or other methods based upon the facility, telephone equipment and the number of employees possibly affected by the emergency.

RESPIRATORY PROTECTION

Dust Masks

The following sections apply to all respiratory protection devices that may be worn by employees and/or consumers in the course of work for **ARC Imperial Valley**, with the exception of dust masks. Dust masks are utilized in dusty, but non-toxic, conditions to protect employees. Whenever work creates dusty conditions, efforts are taken to reduce employee exposure to dust through wetting it, local exhaust ventilation, or other appropriate means. If these steps are not successful in reducing dust below acceptable levels, dust masks are provided to and worn appropriately by employees.

Respirators

ARC Imperial Valley, minimizes the need for respiratory protection by employees in the regular performance of job tasks. Whenever possible, general and local ventilation is utilized to reduce employee exposure to airborne contaminants. This minimization does not apply to emergency response personnel and their requirement for respiratory protection.

Whenever an employee is exposed, or suspects they may be exposed to airborne contaminants, the department will measure the exposure. Should the measurements indicate the need for respiratory protection, it will be provided, fit-tested, and the employee trained regarding its use. Employees will not utilize respiratory protection unless they have a medical exam stating it is safe for them to wear one. Should an employee wish to voluntarily wear respiratory protection, they will meet all of the same requirements as if they were required to wear respiratory protection. Generally, would not occur under normal working conditions.

HEARING CONSERVATION

OSHA has prescribed the limits established by the American Conference of Governmental Industrial Hygienists as a standard for occupational noise exposure. Both the sound pressure level of the noise and the total duration of the noise exposure are considered to determine if these limits are exceeded.

Exposure to noise equaling or exceeding 85 dBA for an eight-hour period (referred to as a time-weighted average) establishes the point at which **ARC Imperial Valley**, develops a hearing conservation program. Whenever a time-weighted average exposure (TWA) exceeds 85 dBA, the Department does the following:

- Monitors, or has monitored, the noise levels the employee(s) and/or consumer(s) are exposed. This requires the use of noise level meters and personal dosimeter equipment.

- ❑ Maintain written records of the exposure monitoring for at least two years.
- ❑ Establishes and maintains an audiometric testing program for the employee. This includes annual testing at no cost to the employee and evaluation of the results by a trained technician.
- ❑ Informs the employee of any threshold shift in their ability to hear.
- ❑ Takes steps through engineering or administrative procedures to reduce the employee exposure to less than 85 dBA TWA.
- ❑ Provides hearing protectors for employees and requires their use for the following employees:
 - Those employees exposed to more than 85 dBA and have not had a baseline audiometric test.
 - Those employees whose audiometric exams have indicated a threshold shift.
 - Those exposed to more than 90 dBA for an eight-hour TWA.

ARC Imperial Valley provides hearing protection for employees and/or consumers who are required to use them for protection against noise exposure. Hearing protection will include different types and sizes in order to meet the variety of fit requirements of employees.

Employees exposed to noise requiring the use of hearing protection are trained in the use and fit of the equipment. Should anyone believe that they are exposed to noise levels in excess of the above levels, it should be reported and the appropriate measures of the exposure will be documented and resolved. Radio headsets are not acceptable for hearing protection, or allowable when operating any **ARC Imperial Valley** equipment.

LOCKOUT/TAGOUT REQUIREMENTS (StrikeZone Mechanics)

Employees, who operate, clean, service, adjust or repair machinery and equipment is required to lock, block, or tag equipment that is worked on. Such employees are required to be well versed in the following procedures. Employees not required to lock, block or tag out equipment are still affected by such activities and are required to understand the locks and tags such that they do not defeat the purpose of them.

All employees who repair, service, adjust, or clean equipment use Lockout/Tagout procedures. Such employees are trained in these procedures. Employees without this training are not to repair, service, adjust, or clean equipment. Each department has different equipment that meets the criteria for lockout procedures. Departments are required to develop a master list of equipment that meets the criteria of this section and add new equipment to this list as required.

Under normal working conditions, employees of the organization would not be allowed to enter a Lockout/Tagout environment.

BLOODBORNE PATHOGENS

INTRODUCTION

Bloodborne pathogens refer to pathogenic microorganisms that are transmitted in human blood and body fluids. This section details controls to prevent employee exposure, procedures to follow to clean-up spills and a post-exposure protocol to follow. The most widely known bloodborne pathogens are hepatitis (B & C) and human immunodeficiency virus (HIV). Of these two most common bloodborne pathogens, hepatitis B is the most infectious.

It is not reasonably anticipated that employees will be exposed to bloodborne pathogens. The exceptions are police, fire and emergency response personnel and other job classifications that are identified specifically as having exposure. Those who have been identified by the organization as not reasonably anticipating exposure to bloodborne pathogens follow the policy and education below designed to minimize exposure. Those job classifications identified as having exposure (e.g. Behavioral, Residential, etc.) follow a department specific bloodborne pathogens exposure plan. Any employee, who believes that the exposure exists for them, that the organization has not identified, should bring their concern to the attention of their supervisor.

Exposure Determination

Employees who anticipate exposure to bloodborne pathogens are:

- ❑ Police, Fire, or Emergency Services personnel.
- ❑ Employees designated as “first responders” for medical emergencies.

Employees who, under identified circumstances, may anticipate exposure (to be confirmed by the organization) are:

- ❑ Workers whose job description has them cleaning public restroom facilities.
- ❑ Workers where there is a known exposure to used needles
- ❑ Personal attendants and/or care givers.

All other employee job classifications do not anticipate exposure and follow the work practice controls below.

Work Practice Controls

In order to prevent exposure employees must follow the following protocols:

- ❑ Use disposable gloves, available within each first aid kit, to respond to a medical emergency, or pick up contaminated waste products.
- ❑ Disposable gloves are to be worn whenever emptying trash receptacles.
- ❑ Use disposable gloves to clean public restrooms.
- ❑ If gloves cannot quickly be used for a medical emergency, to stop to flow of blood use clean towels, being careful to not contact blood or contaminated materials.
- ❑ Wash hands after direct contact with contaminated waste products, prior to eating or drinking, and after any suspected exposure.
- ❑ Use emergency mouth-to-mouth resuscitation pocket resuscitators. These are located in each first aid kit.
- ❑ Use spill kits, available at the Administrative Offices, to clean-up blood or other body fluids on floors or equipment. *See Spill Clean Up below.*
- ❑ Never directly handle a needle found within the organization. Call the local Police, Fire, or Paramedics who have sharps containers to safely handle and dispose of needles.

Note: *Non-latex gloves will be provided should an employee have an allergy to latex.*

Spill Clean-Up

ARC Imperial Valley identifies and trains employees that are assigned to cleanup blood or body fluids. In order to protect against exposure to bloodborne pathogens, should a bodily fluid spill occur, the following steps are followed by these trained personnel:

- ❑ Put on disposable gloves, apron, shoe covers, and facemask.
- ❑ Use absorbent clean-up pack and sprinkle over the spill.
- ❑ Using the scoop and scraper within the kit scrape off the absorbent.
- ❑ Put contaminated items into the red biohazard bag and secure ties.
- ❑ Do not discard gloves, apron, shoe covers, or facemask at this time.
- ❑ Pour chlorine solution over spill area and let stand for ten minutes.
- ❑ Use disposable paper towels to wipe up chlorine solution.
- ❑ Place all gloves, apron, shoe covers, facemask, and contents of first biohazard bag into second biohazard bag.
- ❑ Dispose according to local ordinances.
- ❑ Thoroughly wash hands.

You must place regulated wastes, which are wastes that are contaminated with blood and other body fluids, in “red bags” before they can be taken to a disposal facility.

You may dispose of non-regulated waste, which is any contaminated item that contains dried blood as regular trash. The trash container must be kept closed and in a locked area until it is collected and transported for disposal. You can dispose of blood and other body fluids by carefully pouring them down a drain connected to a sanitary sewer.

Whenever you use a drain to dispose of blood or other body fluids, you should immediately clean the surface with soap and water, then disinfect with a bleach solution.

Post Exposure Steps

Should an employee and/or a consumer be exposed to bloodborne pathogens in the course of employment, the following protocols are followed:

- ❑ Report the exposure immediately to your supervisor or manager.
- ❑ Post exposure evaluation and follow-up care will be made available at no cost to all employees who have an exposure incident.
 - Immediately following an exposure incident, the employee(s) and/or consumer(s) will be provided a free confidential medical evaluation, confidential medical counseling and follow-up care.
 - Documentation of the route of exposure, circumstances in which the incident occurred and identification and documentation of the source individual, unless the source is unknown, will be placed within the exposure treatment sheet.
 - The source individual's blood shall be tested as soon as possible, after consent is obtained, for HIV infectivity. Unsuccessful attempts made to obtain consent will be documented. HBV testing will be ordered immediately on the source blood if available. Specimen may be frozen until HIV consent is obtained.
 - Source testing for HBV and/or HIV need not be repeated when the source individual is known to be infected with HBV or HIV.
 - The results of the source individual's blood tests shall be made available to the exposed employee. The employee shall be informed of applicable laws.
 - Exposed employees will be offered the hepatitis B vaccine. Should the employee decline the hepatitis B vaccine; the employee will sign a declination form. Should the employee change their mind regarding accepting hepatitis B vaccine in the future, it will be provided to the employee at no cost.
- ❑ All findings, diagnosis, and medical records regarding exposure shall remain confidential and maintained by **ARC Imperial Valley**. Medical records are kept for thirty years.

Exposure Control Plan(s)

ARC Imperial Valley has developed a written Exposure Control Plan for job classifications where occupational exposure to bloodborne pathogens is anticipated. The plan is reviewed and updated no less than annually. The Exposure Control Plan includes the following:

- ❑ Job classifications exposed.
- ❑ Vaccine program offered to exposed employees.
- ❑ Work practice controls.
- ❑ Engineering controls.
- ❑ Training outline and frequency (no less than annually)
- ❑ Post exposure protocols.

VIOLENCE IN THE WORKPLACE

As outlined within the Operational Code of Ethics, **ARC Imperial Valley** does not allow or condone violence, in any form, whether verbal, physical, mental or any type of action deemed as “bullying” or intimidating, in the workplace. Employees are prohibited from making verbal or written threats or engaging in behavior that is intimidating, threatening, harassing, coercive, abusive, or assaultive directed at other employees, consumers, contractors, guests or the public. This policy is in effect on and off company property.

Any employee and/or consumer who believes that they have been threatened, by any method, by another employee’s actions should report this threat immediately. Threats of violence should be reported to your immediate supervisor, or if that is not possible, to the Human Resources Department.

When any department is made aware of an incident of prohibited behavior, it will fully investigate the matter immediately in conjunction with the Human Resources Director.

Employees are required to attend periodic training pertaining to Mandatory Reporting, Violence in the Workplace and Confronting Bullying in the Workplace as scheduled by outside agencies (e.g. Behavioral Health, Social Services, DIR, etc.) or the Human Resources Department.

SECTION III - Safe Work Practices

GENERAL

It is the employees’ responsibility to follow safety rules, to use required safety equipment and maintain their safety certifications (e.g. CPR, First Aid, Licenses, etc.). Below are general safety rules that employees will follow:

1. Good housekeeping is practiced at all times. Clean up all waste and eliminate injury or illness exposures in work areas.
2. Suitable clothing and footwear must be worn at all times. Personal protection equipment (e.g. hardhats, face, hand, hearing protectors, dust masks, and eye protection) are worn whenever required by the hazard or job requirement.
3. All employees participate in monthly safety meetings.
4. Anyone under the influence of intoxicating liquor or drugs, which might impair motor skills and judgment, shall not be allowed in the workplace and are subject to termination.
5. Horseplay, scuffling, and other acts, that have an adverse influence on safety or well being of other employees, are prohibited.
6. Work shall be well planned and supervised to prevent injuries in the handling of materials and in working with equipment.
7. No one is permitted to work while the employee's ability or alertness is so impaired by fatigue, illness, or other causes that it might expose the employee or others to injury.
8. Employees should check to see that all guards and other protective devices are in proper places and adjusted, and shall report deficiencies promptly to their supervisor.
9. Employees shall not handle or tamper with any electrical equipment, machinery, air or water lines in a manner not within the scope of their duties, unless they have received instructions from an authorized source.
10. All injuries should be reported to the employee's immediate supervisor so that arrangements can be made for medical or first aid treatment.
11. When lifting cartons or heavy objects, use the large muscles of the leg instead of the smaller muscles of the back.
12. Do not throw things, especially material and equipment. Dispose of all waste properly and carefully.
13. Do not wear shoes with thin or torn soles, heels over three inches and open-toed shoes are not allowed.
14. When job conditions change, so do the hazards; therefore, each worker should anticipate new hazards and plan their avoidance.
15. All new hazards should be brought to the attention of the supervisor.
16. Each worker should develop a daily routine of checking his/her job area for any potential hazards or deficiencies.
17. All defective tools should be brought to the attention of the supervisor.
18. Each employee should provide suggestions concerning safety to his or her supervisor.
19. All employees should familiarize themselves with the location of first aid equipment.
20. Use a ladder when required. Do not use the top two - (2) rungs. Do not climb on other objects to reach heights.
21. All emergency equipment such as fire extinguishers and fire alarms must be properly identified and maintained.

22. Know the location of fire and safety exits. All exit doors must be kept clear of obstacles.
23. Each employee is expected to be responsible for his/her own safety and at the same time to exercise care in avoiding injury to his/her fellow workers.
24. Be sure that all tools are maintained in a good state of repair.
25. No employee should use chemicals without fully understanding their toxic properties and without the knowledge required to work with these chemicals safely.

HAND INJURY PREVENTION

1. It is the responsibility of all supervisors to train employees about preventing hand injuries on the job.
2. Follow safe procedures when using tools, machines, and chemicals.
3. The point of operation of any machine can be dangerous.
4. Hot spots on machines can cause burns; chemicals can cause burns or irritate the skin on the hands.
5. Pointed objects and sharp blades like screwdrivers, knives, punches, staples or splinters can cause hand injuries.
6. Moving loads through doorways and aisles can cause hand injuries.
7. Guards must always be in place. Always lockout equipment and disconnect the power before repairing.
8. Do not wear gloves around moving machinery.
9. Always use the correct tool for the job. For example, do not use a screwdriver as a chisel. Make sure tools are in good working condition and follow instructions. Store tools properly - one in the wrong place could cause an accident.
10. Always cut away from your body.
11. Do not use hands for feeding materials into the machine.
12. Do not put hands near moving machinery parts.
13. Read instructions on chemical container labels and MSDS before working with chemicals. Make sure correct gloves are worn for the chemical being used.
14. Ongoing instruction and practice for kitchen safety is required for all restaurant operations.

EMERGENCY PREPAREDNESS

The following information will help you be better prepared and respond appropriately to an emergency. This general information should be used in addition to the specific Emergency Disaster Preparedness program and procedures listed within the Contingency Plan for Federal Contracts.

INSIDE BUILDINGS

1. Know where your closest emergency exit is located. Evacuation route maps may be posted in your area.
2. Know where the fire extinguishers are and how to use them.
3. Keep aisles and walkways clear.
4. Do not block exits.
5. First aid and CPR training has been provided to key employees. Know who is trained. Those who can assist and are trained should volunteer to do so.
6. Respond to various types of emergencies accordingly.
7. Alert others immediately when a fire is discovered.
8. In a medical emergency call 911 for paramedics or police.

EVACUATION PROCEDURES

1. Leave the building immediately. Alarm or voice signals will identify the need for evacuation.
2. Do not use elevators in a fire situation.
3. If your exit is blocked, proceed to an alternate exit. Alert others.
4. Congregate in a safe, designated area. At that time, the Safety Officer or their designee will account for everyone who was present that day.
5. Re-enter the building only after being told to do so by emergency personnel.

WORK SITE PROCEDURES

1. Immediately communicate with emergency personnel.
2. Know where all co-workers are located.
3. Watch for falling power lines and trees.
4. Evacuate unsafe areas, overhangs, trenches and power equipment.
5. Follow all vehicle safety emergency rules.
6. Know where first aid supplies are located.
7. Follow confined space entry, trenching, or shoring procedures.

FIRE SAFETY

All employees must conduct their activities in such a way as to minimize the possibility of fire. This requires keeping combustible and flammable materials separated from ignition sources and appropriate storage of combustible and flammable materials (Refer to the Contingency Plan for Federal Contracts).

Supervisors are responsible for keeping their operating areas safe from fire. The Fire Department will provide guidance and construction criteria with respect to fire and life safety.

Supervisors are trained to ensure that their employees are properly instructed in recognizing potential fire hazards associated with their work and around their work areas, are able to take the proper precautions to minimize fires and know the procedures in case of a fire.

FIRE CLASSIFICATIONS

Class A combustibles are common materials such as wood, paper, cloth, rubber, plastics, etc. Fires in any of these fuels can be extinguished with water as well as other agents specified for Class A fires. They are the most common fuels to be found in non-specialized operating areas of the work place such as offices.

Safe handling of Class “A” combustibles requires:

1. Disposing of waste daily.
2. Keeping work area clean and free of fuel paths, which can spread a fire, once started.
3. Keeping combustibles away from accidental ignition sources such as hot plates, soldering irons or other heat or spark-producing devices.
4. Keeping all rubbish, trash, or other waste in metal or metal-lined receptacles with tight-fitting covers when in or adjacent to buildings. (Exception: wastebaskets of metal or of other material and design approved for such use, which are emptied each day, need not be covered.) Make sure that the contents are extinguished and cold to the touch before emptying them into a safe receptacle.
5. Planning the use of combustibles in any operation so that excessive amounts need not be stored.
6. Storing paper stock in metal cabinets and rags in metal bins with automatically closing lids.

Class B combustibles are flammable and combustible liquids, which include oils, greases, tars, oil-base paints, lacquers and flammable gases. The use of water to extinguish Class B fires (by other than trained firefighters) can cause the burning liquid to spread carrying the fire with it. Flammable-liquid fires are usually best extinguished by excluding the air around the burning liquid. Generally, this is accomplished by using one of several approved types of fire-extinguishing agents, such as the following:

1. Carbon dioxide
2. ABC multipurpose dry chemical
3. Halon 1301 (used in built-in, total-flood systems)

4. Halon 1211 (used in portable extinguishers)

Fires involving flammable gases are usually controlled by eliminating the source of fuel, i.e., closing a valve.

Technically, flammable and combustible liquids do not burn. However, under certain conditions, they generate sufficient quantities of vapors to form ignitable vapor-air mixtures. As a general rule, the lower the flash point of a liquid, the greater the fire and explosion hazard. The flash point of a liquid is the minimum temperature at which it gives off sufficient vapor to form an ignitable mixture with the air near the surface of the liquid or within the vessel used. Many flammable and combustible liquids also pose health hazards.

It is the responsibility of the user to ensure that all Class B flammable and combustible liquids are properly labeled, handled, and stored.

Safe handling of Class B combustibles requires:

1. Using only approved containers, tanks, equipment and apparatus for the storage, handling, and use of Class B combustibles.
2. Making sure that all containers are conspicuously and accurately labeled as to their contents.
3. Dispensing liquids from tanks, drums, barrels, or similar containers only through approved pumps or self-closing valves or faucets.
4. Store, handle, and use Class B combustibles in only approved locations, where vapors cannot reach any source of ignition, including heating equipment, electrical equipment, oven flame, mechanical or electrical sparks, etc.
5. Never clean with flammable liquids within a building except in a closed machine approved for the purpose. Never store, handle, or use Class B combustibles in or near exits, stairways, or other areas normally used for egress.
6. Store flammable liquids in excess of 10 gallons in approved storage cabinets or special rooms approved for the purpose.
7. Know the locations of the nearest portable fire extinguishers, rated for Class B fires and how to use them.
8. Never smoke, weld, cut, grind, use an open flame or unsafe electrical appliance or equipment, or otherwise create heat that could ignite vapors near any Class B combustibles.

PORTABLE FIRE EQUIPMENT

This section describes the fixed and portable equipment that is provided in for fire protection. The fixed equipment includes automatic sprinklers, drop sprinklers in restaurant kitchens, smoke and heat detectors or

alarms, fire doors, etc. The portable equipment consists of fire extinguishers and hoses to be operated by employees before the arrival of the local Fire Department. Smoking is forbidden in all buildings and where:

1. Flammable gases or liquids are stored, handled, or used.
2. Significant quantities of combustible materials, such as paper, wood, cardboard, or plastics are stored, handled, or used.
3. Liquid or gaseous oxygen is stored, handled or used.

Areas in the field that are designated "No Smoking" areas for fire safety reasons are indicated by large rectangular signs consisting of white backgrounds with red letters stating "NO SMOKING."

Some building structures are provided with automatic sprinkler systems. The sprinkler heads on the ceiling contain a fusible element (most commonly fused at 212 degrees F) that, on melting, opens the head and starts a spray of water. The resulting flow of water in the piping activates an alarm at the fire station or central station and firefighters are dispatched.

Automatic sprinkler heads can be damaged if they are subjected to mechanical abuse. A protective cage should be installed where such damage is possible. Heat, inadvertently applied to the sprinkler head, can also activate the sprinkler when no actual fire is present. Normal heat sources should therefore be kept away from sprinkler heads. To avoid decreasing the flow of water or altering the spray pattern, do not allow storage within 18 inches of the sprinkler heads.

Sprinkler system control valves must be kept accessible. These valves are to be locked in the "Open" position.

In most buildings, evacuation alarm bells are automatically activated when fire is detected. They can also be activated manually at strategically located pull boxes. The emergency actions of personnel and the evacuation procedures for each building or operating area are usually set forth in the Operational Safety Procedures for each building and posted near the main entrance, fire exit or elevator.

Employee and consumer training in the form of fire drills are implemented on a periodic basis throughout the year. Fire extinguisher training is scheduled and offered to all employees on an annual basis.

EARTHQUAKE

Earthquake safety measures have been developed to protect personnel in the event of a seismic disturbance. Sufficient protection is required to allow time

for personnel to exit an endangered area without injury. All equipment, hardware, and objects inside and outside of buildings must be adequately restrained and/or anchored to ensure that they do not block escape routes during seismic ground motion. (Refer to the Contingency Plan for Federal Contracts)

The following are some important, recommended corrective safety measures that can be taken before an earthquake occurs.

- Use good judgment before proceeding.
- Secure bookcases, file cabinets and storage racks, which are 3 feet or more in height, to the wall or floor.
- All gas-fired appliances, such as water heaters, space heaters and furnaces, must be anchored. The appliances must be connected with a flexible gas line. This requirement applies to all new construction, and this change must be made to existing facilities when they are renovated or modified. If an earthquake occurs, the Safety Officer or a designee, will turn off all gas lines immediately (if possible).
- Always store the heavier materials in lower drawers and/or shelves.
- Store glassware, chemicals and other hazardous materials in cabinets with secure door latches.
- Anchors and supports must be used with trailers and temporary buildings to resist vertical and lateral (wind or earthquake) forces.
- Congregate in a safe, designated area. At that time, the Safety Officer or a designee, will account for everyone who was present that day.

Employee and consumer training in the form of earthquake drills are implemented on a periodic basis throughout the year.

MOTOR VEHICLE SAFETY

Driving a company vehicle is both a responsibility and a privilege. Every driver must have an operator's license for the classification of vehicle driven and be certified and/or trained in the operation of that vehicle.

The following rules assist in assuring a high degree of safety in the operation of **ARC Imperial Valley** owned or leased vehicles:

1. Only authorized individuals, with the appropriate driver's license, are allowed to operate a vehicle provided by **ARC Imperial Valley** (e.g. owned, leased or rented by the organization).
2. No one is permitted to operate any vehicle provided by **ARC Imperial Valley** without a current driver's license.

3. Loose equipment in the passenger compartment can be deadly in the event of an accident or sudden stop. Store tools and similar loose equipment in secure compartments or haul them separately.
4. Know and obey all motor vehicle laws and safety rules. A vehicle is a deadly weapon when used improperly. Any traffic violations while driving a company provided vehicle will be the responsibility of the employee to amend.
5. Never use your cell phone or text while driving vehicle provided by **ARC Imperial Valley**. If you need to make a call, pull to safe parking area or location, then complete the call.
6. Carry a first aid kit and fire extinguisher. Both can be useful in handling vehicular emergencies.
7. Always look before backing-up. If you are in a neighborhood where children may be present, take a quick walk around the vehicle to make sure a child is not nearby.
8. Obey the rules for safe speed. Do not drive faster than is safe for the road conditions. Do not exceed the speed limit. Safety always comes first!
9. Set the brakes, lock doors and remove the keys when leaving the vehicle.
10. Never carry standing passengers. If the vehicle is a pick-up truck, passengers are not allowed to ride in the truck bed.
11. Follow Company policy on carrying passengers. Never carry more passengers than the vehicle is designed for.
12. Drive the way you want others to drive. Be courteous.
13. Inspect brakes, horns, steering mechanism, tires, lights and other items daily. Make sure any needed repairs are taken care of in a timely manner. Follow the manufacturer's recommended maintenance schedule. Work safely when repairing or changing a tire. Follow safe practices and procedures. Remember to use proper lifting methods when changing a tire.
14. Never remove radiator caps without adequate protection against scalding steam and hot water.
15. If required by the company, participate in defensive driving or other approved driver training programs.
16. Always wear your seat restraints and make sure all passengers do the same.
17. Allow adequate distance between you and the vehicle in front or one car length for every 10 miles per hour of speed.
18. Avoid being boxed in by other vehicles.
19. Check mirrors.
20. Use the turn signals properly.
21. Keep in mind the size of the vehicle.
22. Always park in legal spaces and never obstruct traffic.
23. In case of an accident never admit responsibility. Inform your supervisor immediately. Complete an incident/accident report making note of names and license numbers of all vehicles and include any witnesses.

ELECTRICAL SAFETY (Strike Zone & Contracts)

To prevent injury from electrical current or shocks for those, whose job function is to use, inspect and maintain power tools and equipment incorporate the following safety precautions:

1. Make sure portable tools and equipment is grounded or of the double insulated type.
2. Extension cords being used must be the 3-wire grounded cords and have a grounding conductor.
3. Multiple plug adapters are prohibited.
4. Make sure flexible cords and cables are free of breaks, splices, or taps.
5. Ensure that clamps or other securing means on flexible cords or cables at plugs, receptacles, tools, equipment, etc., are provided and that cord jackets are securely held in place.
6. Make sure all cord, cable and raceway connections are intact and secure.
7. In wet or damp locations, make sure that electrical tools and equipment are appropriate for their use and are otherwise protected.
8. Exposed bulbs on protruding temporary lights shall be guarded to prevent accidental contact.
9. The use of metal ladders is prohibited in areas where the ladder or the person using the ladder could come in contact with energized parts of equipment, fixtures or circuit conductors.
10. Make sure that all disconnecting switches and circuit breakers are labeled to indicate their use or equipment served.
11. Make sure all energized parts of electrical circuits and equipment are guarded against accidental contact by approved cabinets or enclosures.
12. Employees will be required to report any hazard to the supervisor involving life or property that is observed in connection with a job, electrical equipment or electric lines. Employees are expected to make preliminary inspections or appropriate tests to determine conditions before starting work. When equipment or lines are to be serviced, maintained or adjusted, employees must be aware of open switches. Lockouts must be used.
13. The location of electrical power lines and cables (overhead, underground, under floor, other side of walls) must be determined before digging, drilling or similar work is begun.
14. All metal measuring tapes, ropes, hand lines or similar devices with metallic thread woven into the fabric are prohibited for use where they could come in contact with energized parts of equipment or circuit conductors.
15. A means for disconnecting equipment must always be opened before fuses are replaced.
16. Sufficient access and working space will be provided and maintained around all electrical equipment to permit ready and safe operations and

maintenance.

17. All unused openings (including conduit knockouts) in electrical enclosures and fittings must be closed with appropriate covers, plugs or plates.
18. Electrical enclosures such as switches, receptacles, and junction boxes must be provided with tight-fitting covers or plates.
19. Low voltage protection must be provided in the control device of motor driven machines or equipment, which could cause injury from inadvertent starting.

SPRAY PAINTING

In any paint spray operation there should be adequate ventilation before starting the job. As to the conditions of the area where the spray job is to be done, consideration should be given to the following items before beginning work:

1. If the area is enclosed, does it require general or local exhaust ventilation?
2. If ventilation is required, does it conform to local air quality requirements?
3. Before working, make sure that the area is free of combustible materials and that there is "No Smoking" signs posted.
4. If mechanical ventilation is provided when spraying in enclosed areas, air should not be re-circulated as to avoid contamination.
5. There should be adequate space and ventilation for all drying areas.
6. In addition, in an enclosed area, spray operations must be at least 20 feet from flames, sparks, operating electrical motors and other ignition sources.
7. The spray area should be free of any hot surfaces.
8. Any solvent used in the cleaning process should not have a flash point of 100 degrees or less. If portable lamps are used to illuminate the spray area, they must be approved for the location and must be suitable for use in a hazardous area.

Respiratory equipment is required during spray operations. See Respiratory Protection in the IIPP. If a sprinkler system is within the confines of the spray area, it should be in working order and should be inspected semi-annually to ensure that it is in operating condition. Generally, would not occur under normal working conditions.

LAWN MOWERS

1. Power lawn mowers of the walk-behind, riding-rotary types and reel power shall meet the design specifications in "American National Standard Safety Specifications for Power Lawn mowers" ANSI B71.1-1968.
2. Eye protection is to be worn whenever operating mowers.

3. Hearing protectors are to be worn whenever operating mowers.
4. Machinery shall be maintained and in good condition before use.
5. All power-driven chains, belts, and gears shall be so positioned or otherwise guarded to prevent the operator's from accidental contact with the cutting blades during normal starting, mounting and operation of the machine.
6. A shutoff device shall be provided to stop operation of the motor or engine. This device shall require manual and intentional reactivation to restart the motor or engine.
7. All positions of the operating controls shall be clearly identified.
8. The words, "Caution, be sure the operating control is in neutral before starting the engine," or similar wording shall be clearly visible.

9. The mower blade shall be enclosed except on the bottom and the enclosure shall extend to or below the lowest cutting point of the blade in the lowest blade position.
10. Guards, which must be removed to install a catcher assembly, shall comply with warning instructions stating that the mower shall not be used without either the catcher assembly or the guard in place.
11. Openings in the blade enclosure, intended for the discharge of grass, shall be limited to a maximum vertical angle of 30 degrees.
12. Grass discharge opening shall not exceed manufacturer's recommendations for that machine. The word "caution" shall be placed on the mower at or near each discharge opening.

USE OF PORTABLE LADDERS

1. Make sure that all ladders are maintained in good condition - joints between steps and side rails tight, all hardware and fittings securely attached and moveable parts operating freely without binding or undue play.
2. Provide non-slip safety feet on each step or rung ladder.
3. Keep ladder rungs and steps free of grease and oil.
4. Inspect metal ladders for damage.
5. Never place a ladder in front of doors opening toward the ladder except when the door is blocked open, locked or guarded.
6. Never place ladders on boxes, barrels or other unstable bases to obtain additional height.
7. Always face ladder when ascending or descending.
8. Be certain to not use ladders that are broken, missing steps, rungs, or cleats, broken side rails or other faulty equipment. When ladders with such defects are discovered, they shall immediately be withdrawn from service.
9. Never use the top two steps of ordinary stepladders as a step.
10. When using portable rung ladders to gain access to elevated platforms, make sure that the ladder always extends at least 3 feet above the elevated surface.

11. When a portable rung or cleat type ladder is used, always place the base so that slipping will not occur.
12. Mark all portable metal ladders legibly with signs reading "Caution-Do Not Use Around Electrical Equipment," or equivalent wording.
13. Never use ladders as braces, skids, gin poles or for other than the intended purpose.
14. Be certain to only adjust extension ladders while standing at the base (not while standing on the ladder or from a position above the ladder).
15. Make sure the rungs of ladders are uniformly spaced at 12 inches center to center.

BACK INJURIES

Back injuries have consistently been one of the most frequent and severe employee injuries. More than 25% of all employee injuries are musculoskeletal injuries. Injuries to the back occur from many causes such as slips, falls, and traumatic injury, sudden movement, working in awkward positions, stretching, over-exertion or improper transfers when assisting consumers.

The most common cause of injury is improper lifting. There are other occupations where the potential for back injuries is high due to the amount and type of lifting and/or material handling involved. In positions requiring lifting, we expect the workers to be properly trained and in better physical condition. Therefore, they are more capable of doing strenuous work without injury. However, this is not always the case, and unnecessary back injuries still occur.

PRINCIPLES FOR LIFTING AND CARRYING

Loads should be kept close to the body, knees should be slightly bent, and the back should be straight. If it is necessary for the person to turn while carrying an object, move the position of the feet, not by twisting the trunk of the body.

Lifting

1. Size up the load and observe the load's position and surrounding hazards. If you need help, get it.
2. Stand as close to the load as possible. Spread your feet, either parallel or one in front of the other. Move in the direction of the lift. This will control your center of gravity and give you better balance.
3. Take a secure grip.
4. Face in direction of lift with knees and hips bent. Widen base as needed. Take a deep breath. Tighten abdominal muscles and on signal, lift.
5. Keep weight close to the body, elbows close to the body. Use your leg and hip muscles, not your back.
6. Bend hips and knees while lifting. Keep your back straight. When reaching for an object overhead grip it with palms up and lower the object

- slowly. On the way down, keep the object as close to the body as possible.
7. Watch out for protruding nails, sharp edges, etc.
 8. Keep fingers away from pinch points.
 9. Wear protective gloves.
 10. Use available hand trucks, etc.

Carrying

1. Keep your back as straight as possible.
2. Keep weight load close to the body and centered over your pelvis.
3. Counterbalance your load by shifting part of your body in the opposite direction from the load so your load will be in balance.
4. Put your load down by bending the hips and knees with your back straight and the load close to the body.
5. If the load is too heavy - get help.
6. When more than one person carries the load, allow one individual to be the leader so you have good timing and coordination.

TRANSFERS

Employees that work with consumers confined to walkers, wheelchairs or other devices will be trained in the appropriate transfers of the consumers, loading consumers onto and off busses or other vehicles and the appropriate safety practices for each piece of equipment, on an annual basis.

REPETITIVE TRAUMA

There are many functions in the work place, which require repetitive motion. In these repetitive motions, workers challenge their upper body muscles and joints (fingers, wrists, elbows, shoulders).

Causes of Repetitive Trauma?

- Repetitive stressing of the same muscle group.
- Over stressing muscle, ligament or tendon tissues.
- Stressing cold muscles and tendons without warming up.
- Awkward body motions.

Symptoms of Repetitive Trauma:

If you are experiencing any of these general symptoms and cannot identify any specific injury incident as the cause, consult your doctor.

- Pain, swelling or stiffness that persists 48 hours or more

- ❑ Pain that diminishes during use, but returns during rest
- ❑ Range of motion restricted by pain or stiffness
- ❑ Loss of strength and function

How to avoid the Pain of Repetitive Trauma:

1. Learn and use safe work techniques.
2. Stretch shoulders, elbows, wrists and fingers before, during and after work.
3. Lift, move and carry objects with all four fingers and thumb, using a firm and proper grip. Remember to vary your grip to avoid over stressing the same muscle tissue.
4. Exercise regular activity of your muscles and joints readies them for work.
5. Warm-up your muscles and ligaments before undertaking strenuous work.
6. Use smooth, efficient motions in your work.
7. Maintain your body (especially your upper body muscles, ligaments and joints) and practice safe work techniques. You will be surprised by just how easy it can be to avoid the painful symptoms of repetitive trauma.

PREVENTING REPETITIVE MOTION INJURY

Regular exercise is a key ingredient to preventing injury caused from repetitive hand and finger motions. There are two kinds of exercise that are helpful.

Flexibility Exercises

One type involves flexibility. The other is aimed at developing strength. Although most people don't think in terms of specific exercises for their hands and wrists, such exercises exist and can be accomplished easily, any time, any place.

1. **Finger stretch:** Spread the fingers of both hands as far apart as possible hold the position for five seconds. Repeat at least three times.
2. **Thumb stretch:** Extend one hand in front of you with the other hand gently pull the thumb down and back until you feel the stretch. Hold for five seconds and repeat three times. Then do the same with the other hand.
3. **Wrist circle:** With both arms outstretched, draw a circle with your fingertips. Do five movements to the left and then five to the right.
4. **Wrist curl:** Drop one hand downward from the wrist. Using the palm of other hand, push gently against the dropped hand until you feel the pressure. Hold for five seconds and repeat up to three times. Then change

hands and repeat the exercise, which stretches the muscles in the back of the forearm.

5. **Wrist extension:** Hold one hand in front of you with the fingers pointing up. Press the palm against the other hand, holding the position for about five seconds. Relax and repeat twice more. This will stretch the muscles in the front of the forearm.

Strength Exercises

For strength, these exercises are recommended:

1. **Handgrip:** Squeeze something such as a dry sponge as many times as possible. This will develop hand and finger muscles. Try to do 20-30 continuous repetitions with each hand.
2. **Thumb squeeze:** With a ball in the palm of your hand, press the ball toward the fingers with your thumb. Don't press the ball with your fingers. Just hold it in place with the fingers and do all the pressing with the thumb. The purpose is to develop thumb muscles.
3. **Wrist curl:** Place your right arm on the right thigh with the hand hanging in front of the kneecap, palm up. Grasp the palm with your left hand. Then, while applying pressure with the left hand, attempt to curl the right hand upward without raising your forearm off your thigh. Do the same thing on the left side. This exercise will develop the wrist flexor muscles.
4. **Wrist extension:** Place your right arm on your right thigh with the palm of the hand facing down. Place your left hand over the back of your right hand. Again, while applying pressure with the left hand, raise the right hand upward. Repeat for the left side. This exercise develops the wrist extensor muscle.

WORKSTATION EQUIPMENT STANDARDS

ARC Imperial Valley has established the following workstation standards as a result of employee workstation injury exposures. These standards are designed for the guidance of managers, supervisors and employees. Managers and supervisors are responsible for providing a workstation that meets these standards and for training employees in the proper use of workstation equipment. Employees are responsible to use the equipment appropriately and to report any injuries to their supervisor or manager.

Adjustability is the key to comfort within the work environment. Office chairs, desks, support surfaces and equipment need to be adjustable so that workstations can be arranged to optimally fit the worker and task.

Adjustable furniture allows individual workers to vary their posture throughout the day to reduce static loading. Adjustability alone won't prevent injuries from ergonomics risk factors. Employees must be trained on how to make adjustments and on the importance of movement and proper posture.

All ergonomic furniture has some drawbacks and possibilities for misuse. Keep in mind that thoughtful rearrangement, adjustment or modification of existing items can avoid many ergonomic purchases.

WORK SURFACES

- ❑ Match the height to the situation. Select and setup workstations to match primary job tasks and to accommodate secondary desk centered tasks.
- ❑ Adjustable workstations or worktables are recommended for multi-user workstations and individual employee workstations for heavy computer users (4-6 hours a day)
- ❑ Consider height-adjustable tables/ work surfaces (hand crank, electrical or counterbalance mechanisms) for heavy computer usage and workstations with multiple users.
- ❑ Tables should be at a height where the individual can easily type with straight wrists and read or write without slumping forward too much or hunching their shoulders.
- ❑ A height adjustable computer table in addition to a traditional desk when writing / reading tasks are combined with computer usage may be another option.
- ❑ If adjustable work surfaces can't be provided make sure the desk can be fitted with a keyboard tray to provide adjustability to match individual worker body dimensions. Purchase desks or work tables that can be fitted with a keyboard tray wide enough for the keyboard and mouse.

CHAIRS FEATURES

- ❑ Pneumatic seat pan height adjustments
- ❑ Back height adjustment
- ❑ Back tension adjustment
- ❑ Seat angle adjustment
- ❑ Seat depth adjustment
- ❑ Arm height adjustment
- ❑ Swivel
- ❑ Five wheels for stability
- ❑ Breathable fabric on the seat
- ❑ A rounded front edge
- ❑ Easily adjustable from a seated position

KEYBOARD SURFACE

- ❑ Allows user to use the keyboard with arms at an angle that slopes downward slightly from the elbow to wrist.
- ❑ Can be fixed, sliding or articulated.
- ❑ Must allow mouse to be placed at the same level as the keyboard.
- ❑ Keyboard trays, if provided, should allow for between 2-4 inches of clearance between top of thighs and keyboard tray.
- ❑ Tray must be able to remain stable when adjusted into position.

MONITOR ARMS

- ❑ Allow a range of monitor adjustments forward-backwards or upward-downward.
- ❑ Allow for posture match-up when changing work positions or for multi-users.

KEYBOARD AND MOUSE ALTERNATIVES

- ❑ Split key – angled keyboards current alternates to traditional keyboards.
- ❑ Keyboards that adjust from a closed position allow users to use the board in a traditional way and gradually adapt to the new position.
- ❑ Often a wrist rest needs to be reshaped to fit contour of new keyboard. Inexpensive raw foam wrist rests are ideal.
- ❑ Pointing device choices include trackballs, mouse pens, touch tablets and a wide variety of shapes & sizes
- ❑ When choosing alternatives evaluate whether alternative devices truly use different muscle-tendon groups.
- ❑ There is no evidence that trackballs etc. are healthier or healthier than mice.

DOCUMENT HOLDERS

- ❑ Suggested when inputting data from hard copy.
- ❑ Should be placed at approximately the same distance and height as monitor to avoid eye & neck strain.

WRIST RESTS

- ❑ Used to keep wrists from drooping or bending backwards while keying, pausing or using pointing device.
- ❑ Take some weight off the shoulders.
- ❑ Soften surface under wrists while pausing.

FOOT RESTS

- ❑ Purpose to keep feet from dangling and avoid loss of circulation
- ❑ Should be a last resort since it limits where feet can go
- ❑ If possible lower work surface

HEADSETS

- Recommended for heavy telephone usage

FILE STORAGE

- Provision of desktop and waist to shoulder level file holders is recommended to avoid awkward reaching and bending when accessing frequently used items. Keep heavier items in the lower drawers to prevent tipping.

ACKNOWLEDGEMENT OF SAFETY POLICY

I have read and understand the Injury and Illness Prevention Program (IIPP) and safety procedures of the organization. I agree to abide by them. I understand that violation of these policies and procedures can result in disciplinary action, up to and including termination.

Employee Signature

Date

Supervisor Signature

Date

SECTION IV DEPARTMENTS

APPENDICES I DEPARTMENTAL RISK ASSESSMENTS (Employees and Consumers)

ARC INDUSTRIES DEPARTMENTAL SAFETY PLANS

- I. Car Wash – Safety Plans**
 - a. Proper use of PPE
 - b. Washing & Rinsing
 - c. Heat Illness Protection
 - d. Slips, Trips & Falls
 - e. Traffic Safety
 - f. Chemical Spills
 - g. S.T.A.R.S. Training (Consumers)
- II. Federal Contracts - Safety Plans (Refer to the Contingency Plan)**
 - a. Proper use of PPE
 - b. Proper use of Hand Tools & Janitorial Equipment
 - c. Heat Illness Protection
 - d. Slips, Trips & Falls
 - e. Traffic Safety
 - f. Chemical Spills
 - g. Blood Borne Pathogens
 - h. S.T.A.R.S. Training (Consumers)
 - i. Other training required by each contract
- III. Production - Safety Plans**
 - a. Proper use of PPE
 - b. Proper use of Hand Tools & Janitorial Equipment
 - c. Heat Illness Protection
 - d. Slips, Trips & Falls
 - e. Appropriate Lifting
 - f. Traffic Safety
 - g. Chemical Spills
 - h. Blood Borne Pathogens
 - i. S.T.A.R.S. Training (Consumers)
- IV. Recycling Center - Safety Plans**
 - a. Proper use of PPE
 - b. Proper use of Hand Tools & Janitorial Equipment
 - c. Heat Illness Protection
 - d. Slips, Trips & Falls
 - e. Appropriate Lifting
 - f. Traffic Safety
 - g. Chemical Spills
 - h. Forklift Certification`
 - i. S.T.A.R.S. Training (Consumers)
- V. Restaurant, Kitchens & Bars – Safety Plans**

- a. Kitchen Safety
- b. Maintaining a Clean Kitchen
- c. Burns & First Aid
- d. Safe Work Practices
- e. Hand Washing
- f. Appropriate Lifting
- g. Food Storage
- h. Fire Suppression
- i. Proper use of PPE
- j. Heat Illness Protection (Indoor)
- k. Cleaning-up Spillage
- l. S.T.A.R.S. Training (Consumers)

VI. Strike Zone - Mechanical Section – Safety Plans

- a. Proper use of PPE
- b. General Housekeeping
- c. Proper use of Janitorial Equipment
- d. Heat Illness Protection (Indoor)
- e. Slips, Trips & Falls
- f. Cleaning-up Spillage
- g. Appropriate Lifting
- h. Chemical Spills
- i. Chemical Disposal
- j. Lockout/Tagout

Strike Zone - Bowling & Entertainment Center – Safety Plans

- k. Proper use of PPE
- l. General Housekeeping
- m. Proper use of Janitorial Equipment
- n. Heat Illness Protection (Indoor)
- o. Slips, Trips & Falls
- p. Cleaning-up Spillage
- q. Appropriate Lifting
- r. Chemical Spills
- s. Blood Borne Pathogens
- t. S.T.A.R.S. Training (Consumers)

BEHAVIORIAL/DAY PROGRAMS DEPARTMENT

- a. Proper use of PPE
- b. General Housekeeping
- c. Indoor Air Quality
- d. Proper use of Janitorial Equipment
- e. Heat Illness Protection (Indoor)
- f. Slips, Trips & Falls
- g. Cleaning-up Spillage
- h. Appropriate Lifting & Transferring
- i. Chemical Spills
- j. Blood Borne Pathogens
- k. Responding to Adverse Behavior
- l. Proper Issuance & Monitoring of Prescribed Medication
- m. S.T.A.R.S. Training (Consumers)

CARE & ADVOCACY/RESIDENTIAL DEPARTMENT

- a. Proper use of PPE
- b. General Housekeeping

- c. Indoor Air Quality
- d. Proper use of Janitorial Equipment
- e. Heat Illness Protection (Indoor)
- f. Slips, Trips & Falls
- g. Cleaning-up Spillage
- h. Appropriate Lifting & Transferring
- i. Chemical Spills
- j. Blood Borne Pathogens
- k. Responding to Adverse Behavior
- l. Proper Issuance & Monitoring of Prescribed Medication
- m. S.T.A.R.S. Training (Consumers)

TRANSPORTATION DEPARTMENT

- a. Proper use of PPE
- b. General Housekeeping
- c. Proper use of Janitorial Equipment
- d. Heat Illness Protection (Indoor)
- e. Slips, Trips & Falls
- f. Cleaning-up Spillage
- g. Appropriate Lifting & Transferring
- h. Chemical Spills
- i. Blood Borne Pathogens
- j. Responding to Adverse Behavior
- k. S.T.A.R.S. Training (Consumers)

SECTION V FORMS

APPENDICES II **SAMPLE - INCIDENT REPORT** (Refer to Regional Center's/Federal Contract/DDS/Medical Form)

Action Regarding Inspections, Reports, Injury Trends

Issue: _____ _____ _____
Action Plan: _____ _____ _____
Responsibility: _____ Date Due: _____

Issue: _____ _____ _____
Action Plan: _____ _____ _____
Responsibility: _____ Date Due: _____

Issue: _____ _____ _____
Action Plan: _____ _____ _____
Responsibility: _____ Date Due: _____

Issue: _____ _____ _____
Action Plan: _____ _____ _____
Responsibility: _____ Date Due: _____

APPENDICES III
SAMPLE - SAFETY CHECKLIST

(Organization's Name) (emblem/insignia)	SAFETY CHECK LIST (To be completed each month)	S A T I S F A C T O R Y	N E E D S A T T E N T I O N	D A T E R E S O L V E D	COMMENTS
	ALL DEPARTMENTS				
1. Ventilation and illumination adequate in all areas.					
2. Aisles and passageways clean and unobstructed.					
3. Temporarily obstructed passageways clearly identified and barricaded.					
4. All spillages and breakages immediately cleaned up.					
5. Electric cords and phone cables secured to prevent tripping hazards.					
6. Floors in good condition.					
7. Storage, supply and equipment rooms clean and orderly.					
8. Stairs equipped with standard handrails.					
9. Steps or inclines clearly marked and posted.					
10. Employees given proper instruction on use of equipment.					
11. Waste receptacles emptied before completely full.					
12. "Authorized personnel only" rule enforced in designated areas:					
13. Fire escapes and exits adequately marked and kept clear.					
14. Monitors cleaned and ergonomically correct. (See Office Ergo. Guidelines).					
15. Chairs and keyboards ergonomically correct. (See Office Ergo Guidelines)					
16. Fire Extinguishers of proper size and type for each location.					
17. Fire Extinguisher/s fully charged, mounted and inspected annually					
18. Air conditioning/Heating Filters Changed and dated					

Recommendation: (complete for all items which need attention)

Action Taken:

Date:	Signature:	Title:
-------	------------	--------

**APPENDICES V
MANDATORY SAFETY CLASSES**

ARC IMPERIAL VALLEY MANDATORY SAFETY CLASSES & CERTIFICATIONS				
CERTIFICATIONS	ALL EMPLOYEES Y/N	ANNUAL	PERIODIC	OTHER
Calif. Food Handler's Card	N		√	Two Years
CPR/First Aid	Y			Two Years
Certified Nurse's Assistant (CNA)	N			√
Driver's License*	Y			Five Years
Driver's License – Class B*	N	√		
Forklift	N		√	
HHA	N			√
Servsafe Certification	N		√	
TB Test/Clearance	Y	√	√	
*Note: Loss of specific licenses and/or certifications may result in unpaid leave up to and including termination.				
SAFETY CLASSES				
Active Shooter	Y		√	
Blood Borne Pathogens	Y	√		
Bus Evacuation/Emergency	N	√		Transportation
Defensive Driving	Y		√	
Emergency Responsiveness	Y	√	√	
Ergonomic Issues	Y	√	√	
Evacuation Drills	Y		Quarterly	
Hazardous Communication	Y		√	
Heat Illness Prevention	Y	√	Every Spring	
Holiday Safety	Y	√		
Hoyer Lifts	N		√	Residential
HR101	N		√	All Supervisors
Injury Illness Prevention Plan	Y	√		
Ladder Safety	Y	√		
Loading & Securing Wheelchairs	N	√	√	Residential Transportation
Lock Down	N		√	Production (Contracts) StrikeZone
Lock Out/Tag Out	N	√		
Mandatory Reporting	Y		√	
Office Safety	Y	√		
Preventing Abuse, Neglect & Mistreatment				
Preventing Back Injuries	Y	√		
Safety Data Sheets (SDS)	Y	√	√	
Slips, Trips & Falls	Y	√		
Transfers	N		√	Residential Transportation
Worker's Compensation 101	N		√	All Supervisors
Workplace Violence	Y		√	

Injury Illness Prevention Plan
TABLE OF CONTENTS

<u>SECTION I</u>	
INTRODUCTION	01
RESPONSIBILITIES	01
COMPANY RESPONSIBILITY.....	01
SAFETY OFFICER.....	01
DEPARTMENT HEAD/DIRECTOR RESPONSIBILITIES.....	03
MANAGER AND SUPERVISOR RESPONSIBILITIES.....	03
EMPLOYEE RESPONSIBILITIES.....	04
EMPLOYEE COMPLIANCE	04
SAFETY COMMUNICATION	05
SAFETY MEETINGS.....	05
WRITTEN COMMUNICATION.....	05
ALTERNATIVE TRAINING RESOURCES.....	05
HAZARDOUS CONDITION REPORT.....	06
SAFETY & HEALTH INFORMATION POSTING.....	06
Permanent Postings.....	06
Temporary Postings.....	07
Cal-OSHA Log 300A.....	07
TRAINING	07
SAFETY & HEALTH TRAINING – GUIDELINES.....	07
ALL EMPLOYEES – TRAINING.....	08
TRAINING DOCUMENTATION.....	08
HAZARD COMMUNICATION	08
Planned Inspections.....	08
Unplanned Inspections.....	09
Job Hazard Analysis.....	09
Outside Professionals.....	09
OFFICE HAZARDS.....	09
DEPARTMENT HAZARDS.....	10
HAZARD ABATEMENT.....	10
ACCIDENT REPORTING, INVESTIGATION & WORKER’S COMP	10
ACCIDENT INVESTIGATION.....	11
OSHA 300 LOG OF OCCUPATIONAL INJURIES & ILLNESSES.....	11
<u>SECTION II</u>	
SPECIAL PROGRAM REQUIREMENTS	12
HAZARD COMMUNICATION	12
Health Hazards.....	12
Physical Hazards.....	12
Safety Data Sheets.....	12
Labeling – All Departments.....	13
Spill Response.....	13
Emergency Response.....	13
Non-emergency Response.....	13
Employee Training – All Departments.....	13
MEDICAL RESPONSE, EMERGENCY ACTION & FIRE PREVENTION PLANS	14
Fire.....	14
Earthquake.....	14
Threats.....	14
Emergency Announcements.....	14

RESPIRATORY PROTECTION	15
Dust Masks.....	15
Respirators.....	15
HEARING CONSERVATION	15
LOCKOUT/TAGOUT REQUIREMENTS (StrikeZone)	16
BLOODBORNE PATHOGENS	17
Exposure Determination.....	17
Work Practice Controls.....	18
Spill Clean-up.....	18
Post Exposure Steps.....	19
Exposure Control Plan(s).....	19
VIOLENCE IN THE WORKPLACE	20
<u>SECTION III</u>	
SAFE WORK PRACTICES	20
GENERAL REQUIREMENTS	21
HAND INJURY PREVENTION	22
EMERGENCY PREPAREDNESS	22
Inside Buildings.....	22
Evacuation Procedures.....	23
Work Site Procedures.....	23
FIRE SAFETY	23
Fire Classifications.....	24
Portable Fire Equipment.....	25
EARTHQUAKE	26
MOTOR VEHICLE SAFETY	27
ELECTRICAL SAFETY	28
SPRAY PAINTING	29
LAWN MOWERS	30
USE OF PROTABLE LADDERS	31
BACK INJURIES	32
Lifting.....	32
Carrying.....	33
Transfers.....	33
REPETITIVE TRAUMA	33
PREVENTING REPETITIVE MOTION INJURY	34
Flexibility Exercises.....	34
Strength Exercises.....	35
WORKSTATION STANDARDS	35
Work Surfaces.....	36
Chair Features.....	36
Keyboard Surface.....	36
Monitor Arms.....	37
Keyboard and Mouse Alternatives.....	37
Document Holders.....	37
Wrist Rests.....	37
Foot Rests.....	37
Headsets.....	37
File Storage.....	38
ACKNOWLEDGEMENT OF SAFETY POLICY	39

SECTION IV- APPENDICES

APPENDICES I DEPARTMENTAL RISK ASSESSMENTS – SAFETY PLANS

ARC Industries Risk Assessment – Safety Plans

Car Wash

Federal Contracts (Refer to the Contingency Plan)

Recycling Center

Restaurant, Kitchens & Bars

Strike Zone – Mechanical Section

Strike Zone – Bowling & Entertainment Center

Behavioral Health/Day Programs Risk Assessment – Safety Plans

Care & Advocacy/Residential Department Risk Assessment – Safety Plans

Transportation Department Risk Assessment – Safety Plans

APPENDICES II SAMPLE - INCIDENT REPORT

APPENDICES III SAMPLE – SAFETY CHECKLIST

APPENDICES IV SAMPLE - HAZARD REPORT